

eOPF vs. MyBiz - What's the Difference?

The Civilian electronic official personnel folder (eOPF) is a reflection of the documents contained in an employee's Official Personnel Folder (OPF) that is physically maintained by the Air Force Personnel Center (AFPC) at Randolph AFB, Texas. When employees access eOPF they are seeing copies of documents scanned from their official records. eOPF is not an interactive data system and cannot be updated directly by the employee. It exists primarily to provide employees quick access to important documents. It is important to understand that eOPF is not the official record and therefore does not contain all documents that exist within the "true" OPF at AFPC. Documents maintained in the physical OPF are those authorized by government wide regulations issued by the U.S. Office of Personnel Management (OPM). In other words, the agency does not have the authority to add documents not identified by OPM.

NOTE: The OPFs of Army employees who transferred to Air Force during joint basing were physically shipped from Fort Huachuca, Arizona, to Randolph Air Force Base, Texas. AFPC has not completed scanning of joint basing OPFs into eOPF. This means that some employees will not be able to view scanned copies of documents. However, most information found in eOPF can also be reviewed in MyBiz.

Your Civilian eOPF can be accessed on the AFPC Secure website at:

<https://w20.afpc.randolph.af.mil/AFPCSecureNet20/CheckPortal.aspx>

MyBiz is a reflection of data contained in the Defense Civilian Personnel Data System (DCPDS). It is a "self service module" that allows employees to update specific, limited areas of information. The DoD Defense Civilian Personnel Advisory Service (DCPAS) describes it in the following way:

Designed for employees, MyBiz offers secure, real-time, on-line access to view personnel information including appointment, position, personal, salary, benefits, awards and bonuses, performance, and personnel actions. In addition, certain personal information can be updated such as your telephone number and work email address, disability codes, ethnicity and race identification, foreign language proficiency, emergency contact, education, training and certifications/licenses information.

Information is located under tabs identifying areas of interest. A "Show" link is displayed when additional information is available. Select the "Show" sign to open the folder.

MyBiz can be accessed via the Air Force Portal under the tab "Career-Civilian" in the featured links area. The AF Portal login is located at: <https://www.my.af.mil/>

Defense Civilian Personnel Advisory Service (DCPAS) provides a guide to MyBiz at:

<http://www.cpms.osd.mil/ASSETS/916E5DF9E2574A7C9B5A3870663F4D57/Module%201%20Chapter%202%20-%20Accessing%20My%20Information.pdf>

How Do eOPF And Mybiz Relate to Reduction In Force (RIF) Considerations?

The information used to determine an employee's "retention standing" during RIF procedures is based on data contained in the Defense Civilian Personnel Data System (DCPDS). Since eOPF and MyBiz merely "reflect" the data in DCPDS, neither AFPC nor the Civilian Personnel Office actually use the eOPF or MyBiz programs to determine retention standing. The value of MyBiz and eOPF is that they allow you to review the following areas to ensure that the data in DCPDS is accurate.

Retention standing is based on:

- tenure of employment (e.g., type of appointment):
- veteran's preference:
- length of service [Service Computation Date (SCD)-RIF]
- performance ratings:

You can review at:

Block 24 of SF-50 in eOPF
Block 23 & 26 of SF-50
Personal tab in MyBiz
Performance tab in MyBiz

More detailed information on retention standing is found on the USOPM website (items 9-14) at:
http://www.opm.gov/Reduction_In_Force/general/rifguide.asp#10

Please refer to the attached document, "Veteran's Preference Changes For Reduction In Force" for more detailed information explaining the difference between Block 23 & 26 of the SF-50.

If you review the areas above and believe that your veterans' preference, service computation date or tenure is inaccurate please contact the JBER Civilian Personnel Section at 552-3572.